

## **Program Associate: Climate and Environmental Justice**

The Interfaith Center on Corporate Responsibility (ICCR) is seeking a full-time Program Associate to provide administrative support for the Climate and Environmental Justice Program. The Program Associate will support the Climate team as they coordinate faith- and values-based investors to engage companies, submit shareholder proposals, partner with community and stakeholder groups, and develop programming to educate investors. The Program Associate will serve as the lead research, administrative and programmatic support for the Methane campaign, and will also provide program-specific support for the Just Transition and Climate Lobbying campaigns.

### **Who we are:**

Founded 50 years ago, ICCR is a pioneer coalition of over 300 active institutional investor members representing faith-based communities, socially responsible asset managers, pension funds, endowments, and others who leverage their investments as a catalyst for change. ICCR members work in coalition to engage the world's largest corporations on a range of social and environmental issues impacting communities in the U.S. and globally, including human rights and worker justice; climate change; health equity; and corporate influence via lobbying and political spending.

### **About the Climate and Environmental Justice Program**

Signs of accelerating global warming make it clear that controlling man-made GHG emissions must be a priority if we are to limit the most disastrous impacts of climate change. The longer we wait to control greenhouse gas (GHG) emissions, the more difficult and expensive our task will be. ICCR members seek to move companies in key industries to reduce their contributions to the greenhouse gas emissions that are responsible for climate change. We do this by pressing companies for a phasing out of fossil fuels, and a phasing in of low-carbon, renewable energy sources. We also engage the oil & gas sector on the need for transition planning for a 1.5degree or less world. Current engagements focus on the following sectors/issues:

- [A just transition to a clean energy economy](#)
- Paris-aligned Corporate [Climate lobbying](#)
- [Methane emissions reduction](#)
- [Paris-aligned Climate Finance](#)

To learn more about ICCR, please visit [www.iccr.org](http://www.iccr.org) or find us @ICCRonline on Twitter.

### **What you'll do:**

You will work alongside the Program Director for Climate Change & Environmental Justice on ICCR's campaign to reduce methane emissions, helping to organize and support investor engagement with corporations. You'll research companies to inform investor strategy and company engagements and help organize and take notes on calls. You will also serve as the go-to person to help ensure the smooth running of the Climate team, working with staff, ICCR members, and stakeholders to plan meetings and programs related to the Just Transition and Climate Lobbying campaigns, and ensure that the ICCR database tracks all key activities and engagements.

Responsibilities include:

- Conducting corporate research to inform engagements with key companies engaged on methane and fracking impacts;
- Drafting methane campaign-related issue briefs and backgrounders, company profiles, presentations, updating lists & recording meeting minutes;
- Providing administrative and logistical support for corporate engagement efforts on key climate issues, including:
  - § disseminating and tracking sign-on letters,
  - § tracking investor actions, and ensuring the proper entry of corporate engagements and related actions in ICCR's Shareholder Exchange database,
  - § building/running reports in Salesforce to assist with program coordination and tracking;
- Administrative support and coordination of ICCR on-line working group meetings, webinars, and strategy sessions, including scheduling, note taking, online meeting platform tech support, etc. for all but the Climate Finance campaign.
- Coordinating multi-stakeholder calls and projects (such as supporting the development of investor statements).
- Administrative and logistical support for the 2023 Just Transition Roundtable.
- Coordinating and entering content for the monthly climate newsletter

### **Who you are:**

You are someone with a passion for environmental justice and an interest in learning more about corporate accountability and shareholder advocacy. You are detail-oriented, can manage multiple projects, and are excellent at follow through.

Specifically you will have many of the following qualifications:

- Intermediate to advanced knowledge of MS Office and technology for virtual meetings and webinar platforms required. Experience with Salesforce and Drupal is a plus.
- Excellent written, oral communication, and research skills.
- Strong organizational skills with a demonstrated ability to multitask, take initiative, and work independently while being part of a team.

- Experience working on campaigns in environmental justice, shareholder advocacy, or social justice is a plus, including work with community organizations and stakeholders affected by climate change.

### **What else you should know:**

This position is full time. ICCR's office is in New York City: Work is currently remote but will resume hybrid remote-in office at some point. However, candidates for this position are welcome to be fully remote, with occasional required travel to the ICCR office for conferences and required staff planning meetings. We are open to candidates from outside the New York City area who are able to work on East Coast time.

The starting salary for this role is \$61,000-64,000 This is a one-year, grant-funded union position, subject to renewal.

It is the policy of ICCR to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, age, national origin, marital status or disability. This policy is intended to reflect the values and ideals of ICCR's members and to help ICCR itself model the equal employment opportunity (EEO) and affirmative action practices that its members urge corporations to adopt.

### **How to apply**

Send a cover letter and resume to Christina Herman at [jobs@iccr.org](mailto:jobs@iccr.org). Please write "Program Associate: Climate and Environmental Justice" in the subject line. Resumes without a cover letter will not be considered. No phone calls, please.

### **Timeline**

Applications will be accepted through September 30. Interviews will be conducted on a rolling basis beginning August 22. We apologize that because of the volume of applications, we are able to respond only to those applicants granted an interview.